



City of Annapolis

Recreation and Parks Department

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Recreation Advisory Board September 12, 2012

The Recreation Advisory Board of the City of Annapolis held its regularly scheduled meeting on September 12, 2012 at the Roger "Pip" Moyer Recreation Center. **Chair** Hamill called the meeting to order at 7:00p.m.

Present: **Chair** Hamill, **Vice Chair** Moyer, Hughes, Weaver, B. Moyer, Rankin, Aist, Lowman, Harrison, Montgomery

Absent: Fowlkes

Staff: Woodward-Director

II. June 13, 2012 Meeting Minutes

Mr. Moyer moved approval of the June 13, 2012 as meeting minutes as amended. Mr. Harrison seconded the motion. The motion passed unanimously in a vote of 9-0.

III. Discussion of Re-Appointment of Board Members

The Board had a discussion regarding the five board members who terms have expired and that there are concerns among the Aldermen that the Board is not ethnically diversified.

IV. Regular Business Before the Board

1. Director's Monthly Report

Mr. Woodward provided a copy of the Recreation Department Monthly Director's Report. He explained his intention to provide this type of report monthly in order to solicit the Board's input on issues prior to presenting them to the public or City Council. He would like to discuss the capital improvement program in the month of October and the operating budget as well as the structure of the organization at the November meeting.

2. New Directors Findings and Thoughts

Mr. Woodward discussed his findings and thoughts on the Department's Structure and Accountability; Programs and Classes; Facilities and Parks; and Effectiveness and Efficiency. He intends to train/equip existing management staff on how to prepare budgets and have suggested creating costs centers for each of the Department's program. He would like to create a budget structure to emulate the organization structure. He also intends to create a Parks and Recreation Bureau and initiate cross training to ensure a succession plan. The fields and facilities are scarce so there needs to be the development of a master plan for each park. He will be providing the Board with a copy of the kudos letters that are sent to the Department. Ms. Hamill asked if Mr. Woodward had addressed the Board's inquiry about a process to determine who is in the building and the cash handling. Mr. Woodward had not. She asked that if the Department will be hosting another open house in January that this issue is addressed prior to the open house. Mr. Woodward agreed to do so.

3. Trending Statistics for Revenues

Mr. Woodward provided a copy of the draft trending statistics for revenues using the daily cash counts for the Board to review.

V. **New Business**

Mr. Moyer suggested using the track for a Halloween event, "Spooktrackular" with stages of fun centers for children for Halloween 2013.

Mr. Harrison announced that the Half Marathon is scheduled for December 1, 2012 and he would like to have a Recreation and Parks booth.

Chair Hamill suggested that the Department schedule a meeting with Wellness House to discuss the summer program as well as other programs.

Chesapeake Family will be hosting the kids run that already has 300 participants.

VI. **Old Business**

None.

VII. **Adjournment**

Mr. Harrison moved to adjourn the meeting at 8:32pm. Ms. Aist seconded the motion. The motion passed unanimously in a vote of 8-0. (Weaver and Hughes not present at voting) The next meeting is **October 10, 2012** at the Pip Moyer Recreation Center conference room.

Tami Hook, Recorder